



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: WWW.DPR.DELAWARE.GOV

DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	BOARD OF FUNERAL SERVICES
MEETING DATE AND TIME:	Tuesday, March 26 2013, 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES APPROVED:	May 28, 2013

MEMBERS PRESENT

Chad Chandler, Professional Member, President
Harry Fletcher, Professional Member, Secretary
Marceline Knox, Public Member
Bill Torbet, Professional Member
S. Keith Parsell, Professional Member
Danna Levy, Public Member

MEMBERS ABSENT

Mary Byrd, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Kevin Maloney, Deputy Attorney General
LaToya Stephens, Board Liaison
Sheryl Paquette, Administrative Assistant III

OTHERS PRESENT

None

CALL TO ORDER

Mr. Chandler called the meeting to order at 10:05 a.m. and welcomed Mr. Parsell, Mr. Maloney and Ms. Stephens to the group.

REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the December 11, 2012 meeting. Mr. Fletcher made a motion, seconded by Ms. Knox, to approve the minutes as presented. The motion carried unanimously.

UNFINISHED BUSINESS

FUNERAL ESTABLISHMENT INSPECTIONS – SUBMIT BILL NEXT LEGISLATIVE SESSION (NO UPDATE)
Mr. Maloney will follow up on this.

2010-2012 CONTINUING EDUCATION AUDIT – STATUS OF DEFICIENT & FAILED AUDITS

John M. Holloway

After Board review, Mr. Chandler made a motion, seconded by Mr. Torbert to approve Mr. Holloway continuing education documents.

Stephen L. Schaech

After Board discussion, the Board made note that only Mr. Schaech green certification card was sent back to the Board.

Gregory G. Kaznowsky

After Board review, Ms. Knox made a motion, seconded by Mr. Fletcher to approve Mr. Kaznowsky continuing education documents.

Taryn E. Huber – (Status of her Funeral Internship Extension)

After Board review, Mr. Fletcher made a motion, seconded by Ms. Levy, to send Ms. Huber a notice stating that her internship has lapsed and she is free to reapply. Motion carried unanimously.

The Conference 2013 Annual Meeting – Report from Mr. Fletcher

Mr. Fletcher gave a report about the annual meeting. Mr. Chandler made a motion, seconded by Ms. Knox, to accept Mr. Fletcher's report.

NEW BUSINESS

RATIFICATION OF LICENSURE

None

REVIEW OF RESIDENT INTERN REPORTS

Mr. Chandler and Mr. Fletcher reviewed the reports. Mr. Fletcher made a motion, seconded by Ms. Levy, to accept the Quarterly Progress Reports (completed: 2-15-12 to 2-15-13) and 25 Embalming Reports of Karen Heinz. The motion passed unanimously.

REVIEW OF APPLICATIONS FOR LICENSURE

Karen Michelle Heinz – Funeral Director by Resident Internship

After Board review, Mr. Fletcher made a motion, seconded by Mr. Torbert, to approve the licensure application request of Ms. Heinz contingent on her passing the state exam. The motion passed unanimously.

Spencer N. Groff – Funeral Resident Intern

Mr. Chandler asked if Mr. Groff can be back dated to the January meeting date. Mr. Maloney stated that Mr. Groff approval should be dated as of date. After Board review and discussion, Mr. Torbert made a motion, seconded by Mr. Chandler, to approve the licensure application request of Mr. Groff. The motion passed unanimously.

Brian Levine – Limited License

After Board review, Mr. Parsell made a motion, seconded by Mr. Torbert, to approve the licensure application request of Mr. Levine. The motion passed unanimously.

Frederick Zellman, II – Limited License

After Board review, Mr. Fletcher made a motion, seconded by Mr. Torbert, to approve the licensure application of Mr. Zellman. The motion passed unanimously.

Christopher Ambruso -- Funeral Resident Intern

After Board review, Mr. Torbert made a motion, seconded by Ms. Knox, to approve the licensure application request of Mr. Ambruso. The motion passed unanimously.

Tracey Bailey – Funeral Resident Intern – Review

After Board review, Mr. Fletcher made a motion, seconded by Mr. Torbert, to approve the licensure application request of Ms. Bailey. The motion passed unanimously.

Miller Funeral Services – Funeral Establishment Permit

After Board review and discussion, Mr. Fletcher made a motion, seconded by Mr. Torbert, to deny the licensure application request of Miller Funeral Services pursuant to Del. C. § 3101 (6) and § 3117(a)(3) that govern the Funeral Board of Delaware. The motion passed unanimously.

REVIEW OF APPLICATIONS FOR CONTINUING EDUCATION APPROVAL

After Board review, Mr. Fletcher made a motion, seconded by Ms. Levy to approve the courses listed below as requested. The motion carried unanimously.

Delaware Hospice Inc.

Resiliency – What Makes A Natural Survivor, 4/19/13, Requesting 6.5 CEUs

The International Conference of Funeral Service Examining Boards

Board Member Training Program, 2/26/13 – 2/28/13, Requesting 8 CEUs

Presentation for Regulatory Board Members, 2/26/13 – 2/28/13, Requesting 1 CEU

“Today’s Licensees”, 2/26/13 – 2/28/13, Requesting 1 CEU

Investigators Round Table Discussion, 2/26/13 – 2/28/13, Requesting 1 CEU

Selected Independent Funeral Homes (APFSP Approved)

SIFH 2013 Spring Management Summit, 5/1/13, Approved 8.0 CEUs

Order of the Golden Rule (APFSP Approved)

Webinar – “Employee Concerns: Funeral Home Liability and OSHA Compliance”

3/28/13, Approved 1.0 CEU

OGR 54th Annual Conference and Supplier Showcase, 4/26/13, Approved 1.0 CEU

Webinar – Alternatives to Embalming, 5/23/13, Approved 0.1 CEU

Growing Your Firm in Today’s Economy, 2/28/13, Requesting 1.0 CEU

After Board review, Mr. Fletcher made a motion, seconded by Ms. Levy, to approve the licensure application request contingent that a letter be sent to the Board with the corrected date on the cover letter. The motion passed unanimously.

National Funeral Directors & Morticians Association, Inc. – Dr. Carol T. Williams, CFSP, CPC

The Funeral Industry: From Then to Now, 4/20/13, Requesting 2.0 CEUs

While The World Watched, 4/22/13, Requesting 2.0 CEUs

Sexual Harassment in the Funeral Service, 4/22/13, Requesting 1 CEU

Financing Major Renovations & Construction, 4/22/13, Requesting 1 CEU

Embalming Difficult Cases, 4/23/13, Requesting 2 CEUs

COMPLAINT UPDATES AND CONSENT AGREEMENTS

COMPLAINT UPDATES

Complaint 27-19-12

Mr. Chandler reported that Complaint 27-19-12 was assigned to Mr. Torbert. Mr. Torbert stated that he had not been contacted by an Investigator yet.

Complaint 27-01-13

Mr. Chandler reported that Complaint 27-01-12 was assigned to Mr. Fletcher.

Complaint 27-01-12 (Mr. Torbert)

Mr. Chandler reported that Complaint 27-01-12 has been closed by an Investigator

Complaint 27-03-12 (Mr. Torbert)

Mr. Chandler reported that Complaint 27-03-12 has been closed by an Investigator.

Complaint 27-17-12 (Mr. Fletcher)

Mr. Chandler stated that Complaint 27-17-12 was assigned to Mr. Fletcher and forwarded to the Attorney General’s Office.

Complaint 27-18-12 (Mr. Fletcher)

Mr. Chandler stated that Complaint 27-18-12 was assigned to Mr. Fletcher and forwarded to the Attorney General’s Office.

CONSENT AGREEMENTS

None

HEARING OFFICER RECOMMENDATIONS

Complaint 27-05-10 (Wright)

The Board tabled the Board's review and discussion on this complaint based on an email sent to Mr. Maloney by the Respondent's attorney stating that he did not realize that the complaint was listed on the agenda for discussion at this meeting. Mr. Maloney stated that the Hearing Officer's Recommendation will be placed on May's agenda listing the Respondent's name with the Complaint number.

CORRESPONDENCE

None

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Mr. Chandler stated that a discussion on Eco Cremation has been requested. He asked Ms. Paquette to send information to the Board for review and discussion at its next scheduled Board meeting.

PUBLIC COMMENT

None

NEXT MEETING

The next Board meeting will be held on Tuesday, May 28, 2013, at 10:00 a.m. in Conference Room B located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. Fletcher made a motion, seconded by Ms. Knox, to adjourn the meeting at 11:12 a.m. The motion to adjourn carried unanimously.

Respectfully submitted,



LaToya Stephens
Board Liaison

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.